

Professional Follow-up Thank You Letter

Subject: Appreciation for Your Time and Expertise

Dear [Interviewee Name],

Thank you for taking the time to meet with me regarding your role at [Company]. Our discussion about [specific responsibilities or insights] was very informative and will guide my next steps as I explore career opportunities in [industry].

I greatly value your guidance and hope to implement your suggestions in my professional journey.

Sincerely,

[Your Name]

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